

13 March 1963

MEMORANDUM FOR: Chief, Records Management Staff

SUBJECT : Automatic Card Files, Headquarters Building

1. It is requested that six Remington-Rand Convé-Filers be obtained, on a cost free basis, for the Office of Central Reference. These automatic files will be used in the Document Division, OCR, to house the Document Dissemination Cards. This file contains approximately 325,000 cards which are used on a daily basis.

2. For further information concerning this request, please contact the undersigned,

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Records Management Officer, OCR

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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM					
UNCLASSIFIED		CONFIDENTIAL		SECRET	
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS	DATE	INITIALS		
1	CIA Records Administration Officer				
2					
3					
4					
5					
6					
ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
Remarks:					
<div></div> <p>Returned here is your folder on the Conve Files. Thanks much for the loan.</p> <p>Also enclosed is a negative in case you need to have Printing Services make you some copies for simultaneous distribution.</p> <p>I am waiting for the SRD decision. I am also waiting for <div></div> to reconsider since this unit differs from what he has. I'll let you know as soon as I hear.</p>					
<div></div>		O SENDER			
		NO.		DATE	
				13 Mar 63	
UNCLASSIFIED		CONFIDENTIAL		SECRET	

24 MAR 1960

MEMORANDUM FOR: CIA Records Administration Officer

SUBJECT : Need for "Convey-Fileers"

1. This is to confirm our discussion concerning an existing requirement for a motorized card file in the Badge Office of the Office of Security.

2. Your offer to supply this Office with "Convey-Fileers" from a GSA supply in Chicago was immediately extended to four areas of possible interests (i. e., SRD, ADP Team, BSB and Only the Badge Office, BSB, has a current need and is ready to accept delivery of one Convey Filer in their Secure Area of the Identification Section, Room 1-13, Headquarters Building. 1-E-0009

3. Is there still time to consider other possible users? Will it be permissible to circulate the folders in other areas of possible interest in the IOS or PPS areas?

Records Management Officer
Office of Security

cc: BSB

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Discussed with Chief Document Div.

30 January 1963

MEMORANDUM FOR: Chief, Records Management Staff

THROUGH : Chief, Administrative Staff, OCR

SUBJECT : File Equipment Purchase

REFERENCE :

1. The request for purchase of a Diebold Super Elevator File (#10709-1315) is justified on the following basis:

a) Description of work to be performed

Document Division maintains the official Agency record of receipt and dissemination for about 1,200 documents per day on tab cards punched with the control number of each document. These cards are referred to frequently for information necessary in the processing of corrections and addenda, and in addition they serve as the key to locating documents in subsequent processes steps.

b) Availability of central facilities or pool facilities

Not applicable

c) Statement regarding efficiency, quality or economies to be gained

Due to the frequency of reference to this file it is anticipated that the convenience realized by installation of this automatic equipment would result in a gain in both quality and efficiency. There is one clerk primarily concerned with the use of this file full time in processing corrections and locating urgently needed documents in the Processing System. It is estimated that the daily use of the file by other persons, clerical, professional and managerial is equivalent to an additional half man day. The necessity

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for merging 1,200 new cards each day results in the use of a main file, a quarterly supplement, and a bi-weekly supplement for maximum convenience in machine filing. This in turn means that a search for a given item often requires looking in more than one section of the file. As the reference activity falls off rapidly after 4-5 months the equipment specified is intended to cover an equivalent portion of the file. Most of the main file will remain in the present manual file drawers.



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Chief, Document Division
Central Reference

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REMOVE PROTECTOR SHEET BEFORE
 TYPING - REPLACE AFTER TYPING

STAT
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☐ SECRET
 ☐ CONFIDENTIAL
 ☐ UNCLASSIFIED

NAME OF CONTACT OFFICER		OFFICE	TELEPHONE	SIGNATURE OF APPROVING OFFICER		SIGNATURE OF TECHNICAL OFFICER	
		OCR					
JUSTIFICATION ATTACHED				BUDGET CERTIFICATION: I CERTIFY THAT COST AUTHORIZATION AND/OR FUNDS ARE AVAILABLE. CHARGE COST CENTER INDICATED IN BLOCK ASTERISKED (*) BELOW.			
				SIGNATURE OF AUTHORIZING OFFICER		DATE	
				STAT			
REQUISITION FOR MATERIEL AND/OR SERVICES		REQ'N. DATE	REQ'N. NO.	VOU. DATE	VOU. NO.		
25 Jan '63							
FOR PROC. OBLIGATE ALLOTMENT NO.		REQUIRED DATE AT DESTINATION (NOT REQUIRED FOR ROUTINE REQNS. ENTER DATE ONLY IF REQUIREMENT IS FIRM)	DATE PROC. ITEMS REQUIRED IN DEPOT	DATE STOCK ITEMS REQUIRED IN TRANSPORTATION	TYPE I FPA	TYPE II FPA	
* CHARGE COST CENTER NO.					OTHER:		
		REFERENCE		ACCOUNTABILITY TO BE ASSUMED BY STATION			
		RECOMMENDED METHOD OF SHIPMENT (TRUCK, RAIL, SHIP, PLANE, OR POSTAL)		RECOMMENDED CHANNEL FOR SHIPMENT (COMMERCIAL, MILITARY, OTHER)			
GH-0922 Headquarters Building							
MARKING INSTRUCTIONS			PACKING INSTRUCTIONS				
SOURCE		POSTED		STOCK CONTROL REMARKS			
PROC.	WHSE.	INITIAL	DATE				
ITEM NO.	STOCK NO.	EXP	NOMENCLATURE		SC	PRICING AND EDITING DATA	
						QUANTITY	UNIT
						RELEASED	ACTION
						UNIT PRICE	EXTENSION
						LOCATION	
						QUANTITY	UNIT
						RELEASED	ACTION
						UNIT PRICE	EXTENSION
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